

PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Human Services Committee was held on Wednesday, April 24, 2019 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, WI.

Present: Chair Hoyer, Supervisor Evans, Supervisor Brusky, Supervisor Linssen,
Excused: Supervisor De Wane
Also Present: Supervisor Borchardt, Supervisor Ballard, Community Treatment Center Administrator Ed Sommers, Director of Administration Chad Weininger, Samantha Behling, Health and Human Services Director Erik Pritzl, Community Services Administrator Jenny Hoffman, Finance Manager Eric Johnson, Public Health Officer Anna Destree, CVSO Joe Aulik, other interested parties.

I. Call Meeting to Order.

The meeting was called to order by Chair Hoyer at 6:00 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Brusky, seconded by Supervisor Evans to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of March 27, 2019.

Motion made by Supervisor Brusky, seconded by Supervisor Evans to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Comments from the Public - None.

1. Review Minutes of:

a. Children with Disabilities Education Board (March 19, 2019)

Motion made by Supervisor Brusky, seconded by Supervisor Linssen to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

b. Criminal Justice Coordinating Board (April 9, 2019).

Motion made by Supervisor Linssen, seconded by Supervisor Brusky to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Communications

- 2. Communication from Supervisor Ballard re: For the Brown County Board of Health to cease sharing demographic and personal information of residents with drug companies and other third parties for the purpose of sending out notifications of missed vaccinations. Instead, this essential educational program should be operated in-house and a budget adjustment of \$2,500 would be needed. Doing this in-house is consistent with other health departments in the state; allows the program to continue at a low cost; and respects the privacy rights of the citizenry. *Motion at February meeting: To hold 30 days to receive additional information from the Health Department; Motion at March meeting: To hold for one month.***

Chair Hoyer noted that Supervisor Ballard would not be in attendance at this meeting but he did speak with him and he was comfortable with them holding the discussion and coming to some closure anyways.

Health and Human Services Director Erik Pritzl along with Public Health Officer Anna Destree came up to speak on this matter. Destree noted that the key piece in this was understanding what it is exactly that Pfizer gets. What they learned when speaking with Pfizer was that they are the only vaccine manufacturer that produces the CDC recommended pneumococcal vaccine. The CDC recommends 4 doses of this vaccine before age 2. This is just one of the many vaccines that are recommended for children. They happen to be the only one that supplies pneumococcal.

Chair Hoyer asked if they continue on with this process beyond the second year in terms of keeping people on track.

Destree noted that they run their benchmarks and this is when they provide anyone who is late or may need the vaccination a reminder notice. At that time they send the non-identifiable HIPAA compliant data to Pfizer. This transfer meets the Department of Defense standards for data life cycle and utilizes SSAE 16, HIPAA and other internal and external audits to ensure all procedures are functioning securely. It is destroyed after 7 days as well.

Hoyer asked how long into a child's life this process goes on for.

Destree replied that it goes on throughout the entirety of childhood dependent upon the vaccine.

Hoyer wondered, even though Pfizer has a vested interest in the first few years that they still participate throughout childhood.

Destree noted that this is the case. She spoke to the fact that Pfizer doesn't come out and say why they are doing this. It is mainly to increase vaccination rates in the community and U.S. as a whole which is especially important now because vaccination rates should be high so there aren't large populations that aren't vaccinated. Programs like this help in increasing benchmark rates and this is an important concept at a time when there are communities being broken down due to lack of vaccination repercussions.

Hoyer wished to know where the standards for vaccinations are identified.

Destree said this was a national concept laid out in APEC.

Linssen wanted to know more about the destruction of data after 7 days and where this was listed in writing.

Destree provided him with a document from Pfizer.

Pritzl spoke to a marketing question that was brought up in the last meeting and how it relates and ties back into Brown County Public Health. They learned of a couple ways that it does so. One being the caller ID number is the direct number that is utilized to make immunization appointments and they are looking at redesigning postcards which would have a return address made out to Public Health as well.

Linssen could not find where it is listed that the data is destroyed after 7 days on the document provided by Destree.

Destree informed him that if that piece wasn't on there then she could get him that in writing.

Linssen responded that this was the part that he thought Supervisor Ballard was most concerned about and he was as well. It's not who is sending out the notices but what is happening with the data. He understood that they are protecting it from other parties but that doesn't necessarily mean they are protecting it from themselves. He would like to know more about what they do with that data, how long they keep it and what is all provided to them. He wanted to know if Pfizer has, as a written policy, that it destroys the data they receive within 7 days and he would like to see that policy in writing, if one exists.

Destree stated that she would ask for this in writing.

Linssen wanted to keep this matter on the agenda for the next meeting to be able to see that particular issue specifically.

Motion made by Supervisor Linssen, seconded by Supervisor Brusky to hold for 30 days. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Communication from Supervisors Hoyer and Borchardt re: Draft a resolution acknowledging that September is National Suicide Prevention month. *Referred from April County Board.*

Hoyer spoke to the fact that this was a nationwide recognition and noted the fact that the Mental Health Subcommittee is advising them to go forward and do that recognition as a County. He thought this was something worth doing and recognizing as a community and he expected the City of Green Bay to participate as well. He did have a number of sample resolutions that he could work with Corp Counsel on to be able to get them back next month.

Supervisor Evans supported the fact that they have a National Suicide Prevention month, the question that he had was the fact that it already was recognized nationally and acknowledged as a specific month on the calendar on a national level but wondered if it was necessary to draft a resolution to recognize it on a County level then. He appreciated the fact that it is recognized nationally and wanting to have people recognize it further but he was perplexed as to the necessity of drafting a resolution for it. He likened it to National Child Abuse Prevention month and not drafting a resolution for this as a County, something that was dear to his heart.

Hoyer thought this was the advisement of the Mental Health Subcommittee and this is not something they have done in the past, so it is worthwhile to acknowledge it and to start a discussion of their role in this and the importance of mental health. Not that any other topic is any less important, he reiterated.

Motion made by Supervisor Linssen, seconded by Supervisor Brusky to have Chair Hoyer work with Corp Counsel to bring back a resolution to be voted on. Vote taken. MOTION CARRIED UNANIMOUSLY

Wind Turbine Update

4. Receive new information – Standing Item.

Motion made by Supervisor Evans, seconded by Supervisor Linssen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions and Ordinances

5. Resolution Amending Membership of Criminal Justice Coordinating Board.

Motion made by Supervisor Linssen, seconded by Supervisor Brusky to approve. No Vote taken

Linssen was curious as to where the changes came from, he wondered if they come from Hoyer or from another entity.

Hoyer asked Brusky, since she is on Criminal Justice Coordinating Board (CJCB), if this was a recommendation of the committee or from somewhere else. He wondered if this was an issue of quorum or an issue of participants.

Supervisor Brusky replied that there were some people on the CJCB that were no longer appropriate and there were some that were missed. Therefore, it has been a sort of fluid membership and some were not designated that they could have a designee. There were quite a few of them that didn't need to have a special advocate but they could have a designee for that spot.

Director of Administration Weininger added that some of them were clean ups, for example there was no Chief Deputy Judge any longer and these were mostly recommendations from Corp Counsel and the Committee. More of a housekeeping matter rather than a changing of substance.

Linssen wanted to know what the changing of "Citizen Representative No. 1" to "Human Services Advocate" actually meant. He wondered if this was a specific title or something else entirely. This was a change under number 11 in this agenda packet, respectively.

Weininger said that he works with Corp Counsel on the fiscal items but he did not know the detail on this one specifically.

Linssen was curious as to what Human Services Advocate would be defined as. He wanted to know if there was a need to have that specific distinction or could they just nominate someone that is from an agency or provider.

Brusky replied there was a motion made at the meeting and it carried.

A discussion ensued regarding the definition of what everyone thought a Human Services Advocate was and how to define it.

Pritzl thought that they were talking about adding a Human Services Provider.

Weininger asked the committee if that would fit better.

Motion made by Supervisor Linssen to amend the resolution to read "Human Services Provider" and to strike the word advocate. No Vote Taken

Pritzl checked the meeting minutes from the meeting for possible clarification because he did recall a discussion on this. He noted that at the CJCB meeting there was a motion made by District Attorney Lasee seconded by Supervisor Buckley was to require 1 member of the committee to be of a human services advocacy or group within Brown County.

Linssen thought he understood what they were going for. He suggested that they make it indicate that the Human Services Advocate be of the Human Services profession rather than just an individual who has concerns in that area. Brusky read a passage from the minutes of the meeting that read, "Family Services Rep/Vice President Angela Steuck voiced that she would love the opportunity to become an official member as well. She points out that Family Services is the largest human service organization here in the community and they do a lot of reentry and criminal justice related programs."

Linssen wondered if they needed a Human Services Advocate at all because it could fall under Citizen Representative anyways unless it would be valuable to have someone who has a vested interest elsewhere.

Weininger thought the goal was to have someone who has experience in advocacy because they are trying to defining it to be more than just a citizen. This, in essence being a resolution, defines who sits on the committee.

Linssen wondered if this went to Public Safety at all.

Brusky noted that the minutes go to both Human Services and Public Safety. She highlighted another passage from the meeting reading, "Judge Atkinson questioned whether there was a need to add Family Services Vice President because at some point there are too many members on the committee. Srenasky suggested that the Department of Family Services can attend this meeting as a non-committee member at any time due to the meeting being open publicly. Brusky suggested it be a citizen member. Lasee agreed and added that one of the citizen members be required to be of a human service advocacy or group within Brown County so that they have actual representation from one of those organizations."

Hoyer asked if there were currently 4 citizen members and who elects those members.

Brusky said that there were and this was the 5th.

To Weininger's understanding, the Presiding Judge makes the call on committee members.

Brusky thought it was County Executive Streckenbach who did the appointing.

It was hard for Weininger to speak on this because he did mainly fiscal things with this and Corp Counsel is more of the expert so Weininger will speak with him and get some of the answers to this matter.

Hoyer wondered if they should forward this, as is, to Public Safety Committee so they could do a bit more research on the topic in the meantime.

Weininger stated that he would be at the Public Safety meeting and he would bring up if this should be an advocate or something else and by the time County Board comes around it can be addressed more.

Brusky noted that Family Services wanted to be a member and this would make the committee too large perhaps and this would potentially make the committee too large, then it was suggested that it be one of the citizen members.

Linssen asked if this would be a conflict issue with something like this being a required appointment to this type of committee as opposed to a non-voting member. This would be his biggest concern regarding whether they should be voting members. He would understand why they would want to be on this committee because it controls a lot of direction that they then apply for contracts from. He knows that they were not particularly pleased with some of the funding they lost from this area.

Weininger didn't believe so because it is advisory and not controlling any funds or dollars but he would have to research it to be certain.

Motion made by Supervisor Linssen to amend the resolution strike the word "advocate" and leave it as "Citizen Representative No. 1," just as it was before it was changed. No Second; No Vote taken; Motion Failed.

Evans would like to take this item and send it back to the Criminal Justice Coordinating Board so they can define what they are actually looking for and then they can send it back to this committee and Public Safety.

Motion made by Supervisor Evans, seconded by Supervisor Brusky to send this back to CJCB so they can define exactly what they want. Vote taken. MOTION CARRIED UNANIMOUSLY

6. 2018 Balanced Budget Adjustment.

Weininger stated for the first time in a long time all the departments that the committee oversees finished in the good so he thanked everyone. The only reason this is before them is because there is a pension adjustment, or an accounting adjustment for the CTC. Overall, the County did very well in 2018 and the fund balance increased by roughly \$3 million but this didn't include the offset of the GDP which basically puts this back at \$0.

Motion made by Supervisor Linssen, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Veterans

7. Resolution re: Table of Organization Change Veterans' Services Department Add/Delete Positions and Adjust and Fully Fund Salary.

CVSO Joe Aulik asked if anyone had any questions on this.

Evans asked if anyone would be laid off because of the deletions and such.

Aulik said that the current employee in that position is going to step down but continue to volunteer, she is a veteran herself and she is having difficulty in that position because it is stressful.

Evans wondered if there was a structural deficit to address noting the \$32,000-\$33,000.

Aulik said that this was a two piece item. Part of it was due to his salary because of what he was hired at and the other piece is hiring the FTE. Aulik noted a savings in his office due to employees not taking insurance.

Weininger emphasized an office like this can't be short staffed for very long and the position needed to be filled. What he is really asking for here was the correction of the splitting of a full time position into 2 part time positions before the departure of CVSO Polus. Aulik reviewed this and thought that putting these part time positions back together would be the best thing for the County. The money that was originally saved was reallocated somewhere else and now he's asking for it to be put back in. Weininger would suggest taking this out of a contingency fund because it is not a substantial amount. They would just have to find funds in 2020 to make up the shortfall.

Evans asked if the salary that Aulik receives is \$15,000 more than Polus' was.

Weininger said that is the case.

Evans understands the market and didn't mean any offense to him for negotiating his salary. He found it interesting though that Mr. Polus worked there for many years, and he was greatly respected throughout the County, yet someone can come in and make \$14,000 a year more than their predecessor. He questioned if this really showed appreciation to employees that have worked for the County for long periods of time, by having their replacements receive notable pay increases. He understood why employees come to the County Board meeting upset with happenings such as this and want to go other places. He stated it is what it is but he was venting the process or the market, so to speak.

Weininger talked about approving the class and comp for 2019 and there is some flexibility there due to this but highlighted that Supervisor Evans is correct in the fact that this has been an issue for finance directors. He talked about an individual leaving that knew the system better than anyone. They brought someone else in and paid them \$10,000-\$20,000 more while the previous one transferred to a different department which was really the only way to make advancement. The County Board now has allowed for flexibility through the class and comp and they will be addressing that throughout 2019 and in the future. They still have to operate through parameters and the problem is, often to get a qualified person the higher market rate is the only way to do so.

Linssen thought that they were supposed to go to the County Board before they hire someone for more money than they budgeted for it.

Weininger said that this was approved but there was no fiscal attached to it but the appointment was approved.

Linssen explained that his concern is that someone came in and takes a job based on salary that Administration negotiated with him that is outside of the budget range that they set previously. Now this individual has to come to them to amend the budget because of the salary that he negotiated. If they were to not allow the budget to be changed this person is out money to no fault of their own.

Weininger highlighted that there was transition in HR and they generally would have caught that and done a fiscal right on the approval letter but this was not done.

Linssen replied that someone had to know what the salary range was to make him offers.

Weininger responded that it was HR and they would normally catch that it was over what is normally budgeted but this did not happen unfortunately and it did not come to Administration level. Now with the way HR is set up, this should not happen. He is saying this was an issue but it is fixed now.

Linssen emphasized that he was not happy with this and it is unfair to the people that are being hired to do things like this.

Weininger said there would have been a letter and there would have been a fiscal attached to it with the salary on it. So, technically this was approved and this follows the normal process.

Linssen didn't recall seeing a letter with a salary attached.

Weininger said it is usually in the appointment but he would go back and look at this.

Linssen was concerned with how it is getting to the point where budget adjustments are needed.

Hoyer wanted to clarify that Weininger is saying that this will not happen again.

**Motion made by Supervisor Linssen, seconded by Supervisor Brusky to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Health & Human Services Department

- 8. Budget Adjustment Request (18-150): Any increase in expenses with an offsetting increase in revenue.**

Hoyer stated that this was the State reimbursing the County for CTC stuff.

Finance Manager Eric Johnson spoke to the fact that the budget adjustment was governed by the opportunity to return funds by the balance amounts that had been transferred to the CTC in 2015. The funds can be returned to community services to help the challenges in the shortfall area. There were significant additional revenues in the budget for the CTC to cover this transfer. Which was specifically transfer of funds related to covering the portion of certain administrative wages that had never been charged to CTC. This was the first year they had realized this.

**Motion made by Supervisor Evans, seconded by Supervisor Brusky to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

- 9. Resolution re: Table of Organization Change for the Health and Human Services Department – Community Services Division – Deletion and Addition of Youth Support Specialist Position.**

**Motion made by Supervisor Evans, seconded by Supervisor Linssen to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Pritzl talked about rather than having less than full time positions and weekend positions they combined these into a full time position to make hiring easier.

- 10. Resolution re: Table of Organization Change for the Health and Human Services Department – Community Treatment Center Division – Addition and Deletion of Positions.**

Supervisor Evans asked if this was the one they had talked about for some time.

Pritzl said that it was and that they are looking at making certain positions fit the market better.

Hoyer asked if a full time person is easier to find than a part time.

Pritzl said that in general that is the case.

Hoyer then wondered if the .8 position would have been benefit eligible to avoid the loss of money.

Pritzl noted that it would have been a prorated allocation. This way the position is actually full time.

Brusky wondered if there would be any consequence stemming from the vacant .2 RN position.

Pritzl said that they can cover that positions responsibility with their existing staff.

**Motion made by Supervisor Evans, seconded by Supervisor Linssen to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

- 11. Executive Director's Report.**

Pritzl highlighted the fact that the process continues for evaluating Secure Residential Care Centers for Children and youth, information about which is contained in the agenda packet. They are down to around 5 Counties actively participating in this process. Brown County would be number 6. These Counties often look to serve the children of their county and not those statewide. They are mainly working in their own counties respectively. They are continuing to evaluate this and they have some estimates on square footage and the grant committee is meeting now so this is established and they have to release the RFP for this as well and when this comes up this will give them more of an idea of what to prepare for. They are moving along in the Criminal Justice area as well and they are actively planning to take new intakes for report center functions starting May 1st. June 30th will be the last day of Family Services input on this and they have met with Family Services consistent with the process to make this as smooth as possible for all participants. They are working on staff needs for this area as well and they have staff ready to start.

Hoyer asked if the contract in payment covers the shift.

Pritzl said this had all been taken care of. He talked about Supervisor Brusky going with them to "Human Services Day at the Capital" where legislators heard all about different areas. Some of these documents are attached in the packet as well. He also added information regarding the Crisis Assessment Center and what they are still looking at in planning. They worked with architects regarding square footage and prices.

Evans asked about the statement "medical clearance for adult admissions to facilities has varied between 63% and 90% in 2019" and wondered what exactly that meant.

Pritzl stated that GBPD tracks admissions very well and they are looking at admissions that require a medical clearance. Depending on facility you can see some variations. A facility could be Bellin, Winnebago, Willow Creek or CTC. It depends on the person reporting and what their needs are. This tells that there isn't a high number but a lot of variables involved. Emergency retentions continue to trend down, which is not a pattern seen in many Counties.

Brusky asked about staffing retention.

Pritzl noted that he is hearing that they are able to attract staff and have a lot of qualified applicants. They do have a lot of new staff, in places such as Child Welfare. It is a little hard to tell because a lot of employees are new.

Brusky wondered if longer employed staff are tending to leave. Or are they staying in the hope of higher salaries.

Pritzl emphasized that they haven't surveyed staff about intent to leave so it would be difficult to say.

Brusky spoke of the meeting in May when they talked about long term staff leaving.

Pritzl couldn't recall but he said that when they have open positions, they have had staff express interest in filling them.

Hoyer asked if there was turnover at the supervisory level.

Pritzl said that they added a new supervisor but otherwise not.

Motion made by Supervisor Linssen, seconded by Supervisor Brusky to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Financial Report for Community Treatment Center and Community Services.

**Motion made by Supervisor Brusky, seconded by Supervisor Evans to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

13. Statistical Reports.

- a. Monthly CTC Data.**
 - i. Bay Haven Crisis Diversion.**
 - ii. Nicolet Psychiatric Center.**
 - iii. CTC Double Shifts.**
- b. Child Protection – Child Abuse/Neglect Report.**
- c. Monthly Contract Update.**

Motion made by Supervisor Linssen, seconded by Supervisor Evans to suspend the rules to take Items 13 ai., aii., aiii., b & c together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Linssen, seconded by Supervisor Brusky to receive and place on file Items 13 ai., aii., aiii., b & c. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Request for New Non-Continuous and Contract Providers and New Provider Contracts.

Aging & Disability Resource Center; Syble Hopp – No items.

**Motion made by Supervisor Evans, seconded by Supervisor Brusky to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Other

15. Audit of bills.

Motion made by Supervisor Brusky, seconded by Supervisor Evans to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Such other Matters as Authorized by Law. None.

17. Adjourn.

Motion made by Supervisor Brusky, seconded by Supervisor Evans to adjourn at 6:58 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Cayden S. Lasecki
Administrative Assistant